

**EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION**



JOB TITLE: Executive Program Manager
DIVISION: Administrative
REPORTS TO: District Fire Chief

FLSA: Exempt
APPROVED: May 16, 2023
REVISED:

POSITION SUMMARY:

Responsible for planning, coordinating, organizing and managing the functions, activities and staff engaged in the maintenance, operation and repair of District buildings/facilities, vehicle and fleet maintenance.

Manages and serves as a single point of coordination for the fuels crew staff and related fuels reduction program funded under contract with NV Energy. The Executive Program Manager oversees and directs all aspects of applicable budgeting, planning, development, implementation and evaluation of vehicle maintenance, fuels management programs, facility maintenance, and other logistical tasks as assigned by the District Fire Chief. This position reports directly to the District Fire Chief and serves as a member of the Executive Staff.

ESSENTIAL FUNCTIONS:

- Provides program management and supervision of the District's Fuels Management Program and serves as a single point of coordination with NV Energy staff.
- Responsible for bidding of projects, overseeing contractors, working with and educating the public
- Prepares budget and management reporting as it relates to the NV Energy Fuels Management Program.
- Prioritizes and schedules timely maintenance and repairs of District buildings, building systems, and small tools and equipment.
- Assists with a variety of District construction projects, facility repairs, maintenance and operational activities; inspects projects in the field to confirm conformance to specifications and contracts.
- Manages the District's fleet services functions to include vehicle repair shop, equipment/vehicle parts warehouse, reviewing technical specifications for equipment acquisition or replacement, and a fleet that consists of fire apparatus, and other District related vehicles and equipment.
- Manages the Support Service function and personnel responsible for supply orders and delivery; ensures adequate supplies are on hand to meet operational need.
- Prepares specifications, bids, contracts, and coordinates inspections related to the purchase of apparatus, support vehicles, and special equipment used by the District.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Prepares and oversees the design, specifications, bids, contracts, and project management related to the construction of the District's facilities and capital improvement projects.
- Participates in meetings with officials and community groups; may serve on committees to address safety and other -related issues/operations; may present oral presentations.
- Develops and implements goals, objectives, policies, procedures, and work standards for assigned areas/programs; assists in coordinating the preparation and administration of the annual budget in assigned areas of responsibility
- Plans, organizes, administers, reviews, and evaluates the activities of staff directly and through subordinate managers and supervisors if applicable.
- Provides/approves discipline, hiring, and promotions for subordinate staff.
- Attends and/or makes presentations at board meetings, interagency, committee, and other meetings and conferences.
- Works collaboratively with labor representatives, Executive Staff and Human Resources to reach decisions and negotiate outcomes.
- Assists in recruitment efforts of assigned positions.
- Conducts analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
- Responsible for safeguarding District assets.
- May respond to emergency scenes in a limited capacity to oversee and provide support to logistical functions within the Incident Command System.
- Contributes to the overall quality of the District's service provision by developing and coordinating work teams, and by reviewing and recommending improved policies and procedures.
- Represents the District with dignity, integrity, and a spirit of cooperation in all relationships with the community and professional organizations, other fire agencies, state agencies and offices, federal agencies, and other service organizations.
- Other duties as assigned.

Note: Duties listed are not all inclusive of the duties to be performed.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Five (5) years of program and administrative experience, three (3) years of which are in a supervisory/managerial role in program management to include fleet management, facilities maintenance, logistics, purchasing, construction management. fuels reduction team/programs, and/or an equivalent combination of education, training and experience as determined by the District Fire Chief.

Preferred Education and Experience:

Bachelor's or Associates degree in business administration, or a closely related field, and three (3) years of finance, budget, and supervisory experience at an executive level is preferred.

Required Knowledge and Skills

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees, and managing in a team environment.
- Ability to become familiar with bidding and procurement laws in the State of Nevada.
- Principles and practices of budget development and administration.
- Applicable laws, ordinances, rules, and regulations.
- Correct business English, including spelling, grammar and punctuation.
- Computer applications involving word processing, data entry and/or standard report generation.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Business letter writing and the standard format for typed materials
- Fire line and incident command terminology.

Skill in:

- Practices and procedures of warehousing, purchasing, pricing, discounts, inventory control, and auditing.
- Occupational hazards and standard safety practices
- Safe operations of a variety of equipment, including radios, pallet jacks, light trucks, utility vehicles, off-highway vehicles, and small equipment.
- Work independently with minimal supervision with initiative and judgment within established guidelines
- Administering programs and staff through subordinate supervision in applicable.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures, and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining complex federal, state, and local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence, and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Construction and project management

- Preparing RFP and bid documents as necessary in compliance with all applicable laws and regulations.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Class B or C driver's license required at time of application. F endorsement required within 12 months of employment.
- Must obtain within six (6) months of hire: ICS100, ICS200, ICS700 and ICS800.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in both an office and field setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Strength and agility to exert up to 75 pounds of force; ability to stand, walk, crawl, kneel, stoop, balance, climb to height of 20 feet; work is subject to performance under adverse environmental conditions, traffic conditions, fumes, dust, noxious odors, intense noise, hazardous chemicals/solvents and electrical currents.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees are required to submit to a fingerprint-based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.*
3. *EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*
4. *I understand that all offers of employment will be in writing.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____